Create a Job Requisition for an On-Call Worker Quick Reference Guide
04.01.15

Type *Create job req* in Search Box.

REQUIRED FIELD	DEFINITION	COMMENT
Copy Details from Existing Job Requisition	Leave blank if not copying details from a different requisition.	
Supervisory Organization	Organization the on-call worker will be hired into	
Create New Position OR For Existing Position	For a New Position in the organization OR Fill an open position within the organization	
Worker Type	Employee – Receives a W2 from Femilab. The Worker Sub-Type for on-call workers is employee.	To create a position in your organization for a contingent worker, follow the Create a Job Requisition: Create New Position for a Contingent Worker process. A contingent worker does not receive a W2 from Fermilab. This includes: authorized guests, contractors, other visitors (school teacher, scientist or researcher, student, technicians.)
Number of Openings	Defaults to one	This field can NOT be updated by initiating the *Edit Job Requisition* process
Reason	Recruiting > Current Budgeted Headcount: Post for Competitive Fill OR Recruiting > Increase to Budgeted Headcount: Post for Competitive Fill	
Replacement For	Leave Blank	
Recruiting Instruction	Leave Blank	

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REQUIRED FIELD	DEFINITION	COMMENT
Recruiting Start Date	Today's date	This date can be changed by initiating the *Edit Job Requisition* process
Target Hire Date	Today's date	This date can be changed by initiating the *Edit Job Requisition* process
Target End Date	The date one year after hire date.	This is required for all On-Call positions.
Job Posting Title	Title of job position	Enter a title that is understandable to the public If this position will be posted on the Fermilab website
Justification	The budgeted hourly pay rate	
Job Profile	The Fermilab Compensation job title, e.g., Engineer IV.	
Job Description Summary	Auto Populates when the Job Profile is entered.	
Job Description	Enter any additional specific knowledge, skills and abilities not captured in the job description summary.	
Job Families for Job Profile	Auto Populates	
Worker Sub-Type On-Call Worker (Fixed Term)	On-call employees are a group of support personnel who work on an "as needed" basis. This group consists of professionals, retirees and others who wish to work temporary assignments. There are no guaranteed nmber of hours an on-call employee will work. Assignments are dependent upon Laboratory needs and the employee's ability to fill the assignments. On-call employees must work less than 1,000 hours a year. Click this link to see the specific benefits that can be elected: http://wdrs.fnal.gov/employ/ScheduleofBenefits.pdf	
Time Type	Full time or Part time	
Primary Location	Batavia	
Additional Locations	Always Leave Blank	

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REQUIRED FIELD	DEFINITION	COMMENT
Scheduled Weekly Hours	If this is a part time position update the scheduled weekly hours as appropriate.	This if the only field used to identify the number of weekly hours the position requires. This defaults to 40 even if Part time is selected.
Work Shift	Leave Blank	
Qualifications	Discuss with the hiring manager.	
Attachments	For positions that are an addition to the budgeted headcount, attach justification form http://wdrs.fnal.gov/employ/employinternal/PersReqAttachJustification.docx. Complete form, scan and upload the document to this Attachment tab for required approval from Finance/Budget Office. Attach Work Activities Analysis Form http://wdrs.fnal.gov/employ/employinternal/WAAF.docx to document physical position requirements	
Summary Page	Verify all entries are correct. Once you click Submit, you can no longer make any changes until the job requisition is approved. Your manager can make changes or send back for corrections.	